

Guide to Submitting Landlord Certificates as Bulk Upload

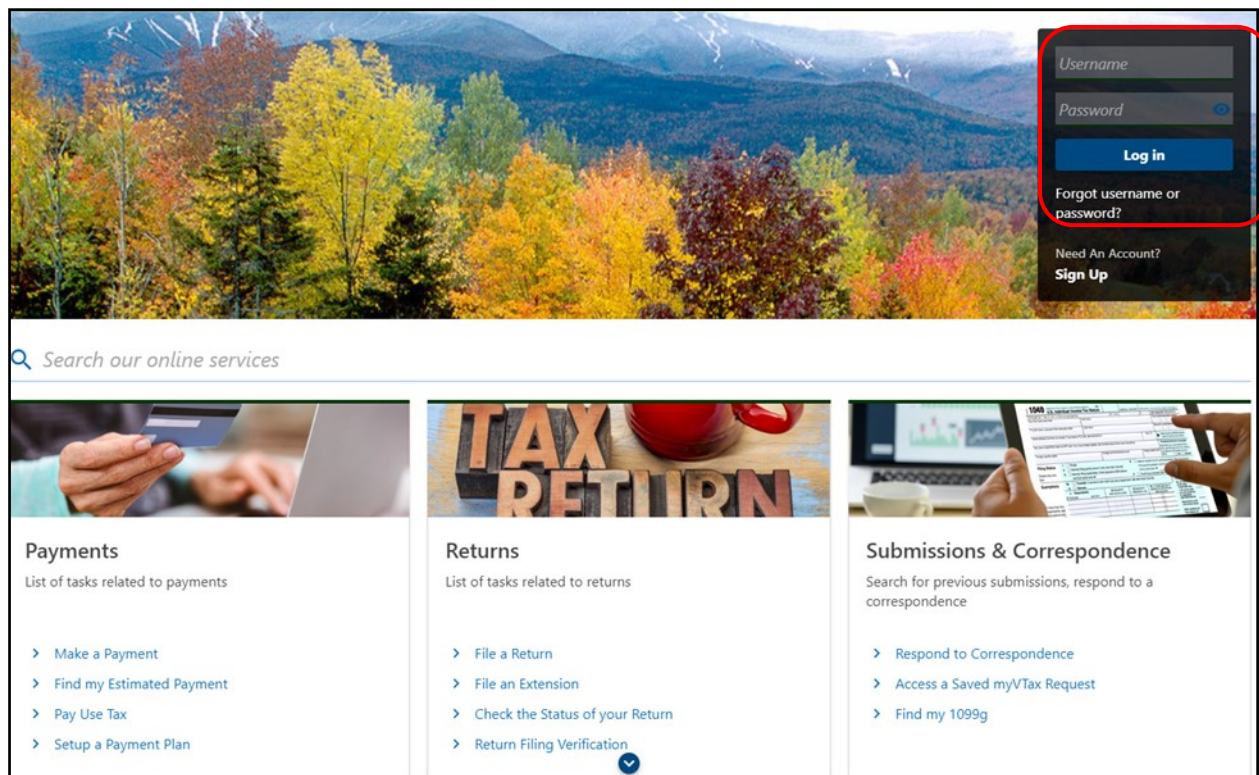
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Landlords who have two or more residential units must provide each tenant (one per unit) **and** the Vermont Department of Taxes with Form LC-142, Landlord Certificate, by January 31. When landlords file their Landlord Certificates through myVTax, the system automatically sends the certificate to the Department. The landlord must then give the tenant a paper or electronic copy to use to file a Renter Rebate Claim if the tenant qualifies. For more information, visit the Department's website at tax.vermont.gov.

Step 1: Log in to your account

A. If you have a large number of Form LC-142, Landlord Certificate, to submit, you can upload them in bulk through your myVTax account. First, log into your account at www.myvtax.vermont.gov.



B. Click on the **Landlord Certificate Bulk Upload** hyperlink under the **Payment & Returns** section.

The screenshot shows a dashboard titled "I Want To" with a search bar. Below the search bar are three main sections: "Submissions", "Messages", and "Letters". Each section has a description and a link to view or search. Below these is a "Payments & Returns" section with a description and two links: "Landlord Certificate Bulk Upload" (highlighted with a red box) and "Generate a Landlord Certificate".

Step 2: Download the LC-142 Bulk Upload Spreadsheet

Download the LC-142 Spreadsheet by clicking **LC-142 Bulk Upload Template** and saving the template to your computer.

Note: You may use your own spreadsheet. The system will accept spreadsheets in the common programs, such as Excel, Pages, Google Docs, etc. Please be sure to use headers on the spreadsheet, or if you do not use headers, leave line 1 blank.

The screenshot shows a two-step process for "Landlord Certificate Bulk Upload". The first step is "Landlord Certificate Bulk Upload" and the second is "Review and Submit". The first step is active. Below the step indicator, there is a section titled "LC-142 Bulk Upload Template" with instructions to use the "Import" button to upload a spreadsheet. A red error message states "At least one record is needed." with an exclamation mark icon. Below the error message is a large blue "Import" button.

Step 3: Match the fields

- A.** Input the data into the spreadsheet using the column titles as a guide.
- B.** If using your own spreadsheet, make sure the spreadsheet you are using has the same order to the fields as the downloadable version on myVTax. Each item should have its own column.

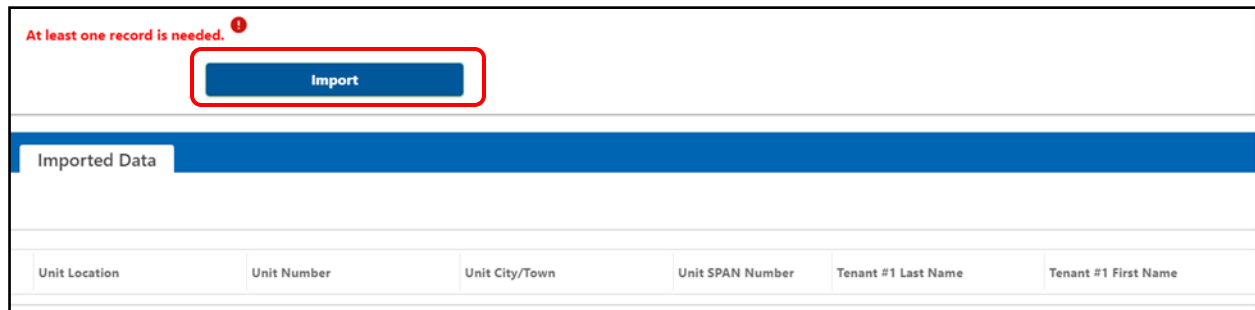
a. Landlord Name	Furnishings
b. Landlord Mailing Address	u. Mark with an X if the rental unit includes Electricity
c. Landlord City	v. Mark with an X if the rental unit includes Personal Care
d. Landlord State (abbreviated)	w. Mark with an X if the rental unit includes Other
e. Landlord Zip Code	x. Tenant 1 Last Name
f. Landlord Phone Number	y. Tenant 1 First Name
g. Location of Rental Unit	z. Tenant 2 Last Name
h. Unit Number	aa. Tenant 2 First Name
i. Unit City	bb. Tenant 3 Last Name
j. SPAN	cc. Tenant 3 First Name
k. Number of Units in Building	dd. Tenant 4 Last Name
l. Mark with an X if the rental unit is an Apartment	ee. Tenant 4 First Name
m. Mark with an X if the rental unit is a House	ff. Calendar Year
n. Mark with an X if the rent is Lot Rent for a mobile home	gg. Number of Months Rented
o. Mark with an X if the rental unit is a Mobile Home	hh. Monthly Rent
p. Mark with an X if the rental unit is a Boarding Home	ii. Total Rent Paid
q. Mark with an X if the rental unit is a Community Care/Assisted Living Facility	jj. Less Included
r. Mark with an X if the rental unit is a Nursing Home	kk. Government Subsidized Percent
s. Mark with an X if the rental unit includes Heat	ll. Signature (typed name of person authorized to sign LC-142)
t. Mark with an X if the rental unit includes	mm. Date (MM/DD/YYYY) bulk upload was submitted

Note: Even if a field is not needed for your tenants, you must still have all the fields in this order on your spreadsheet for Form LC-142 to generate. Fields may be left blank, but the column must be included in the spreadsheet.

- C.** Once the spreadsheet is complete, save it to your computer.

Step 4: Upload the file

A. From the Landlord Certificate Bulk Upload page, select the **Import** button.



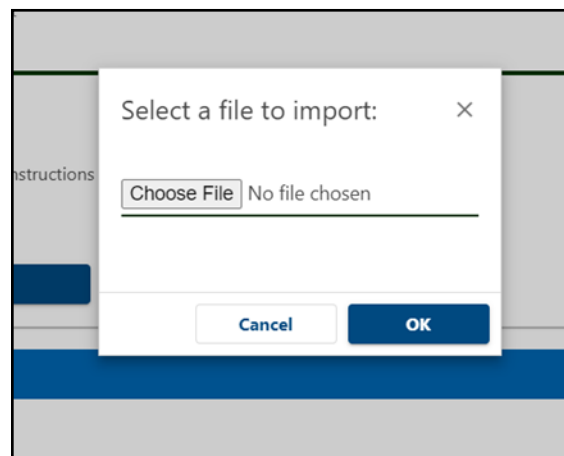
At least one record is needed.

Import

Imported Data

Unit Location	Unit Number	Unit City/Town	Unit SPAN Number	Tenant #1 Last Name	Tenant #1 First Name
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B. Click on the **Choose File** button and select the file to be uploaded.

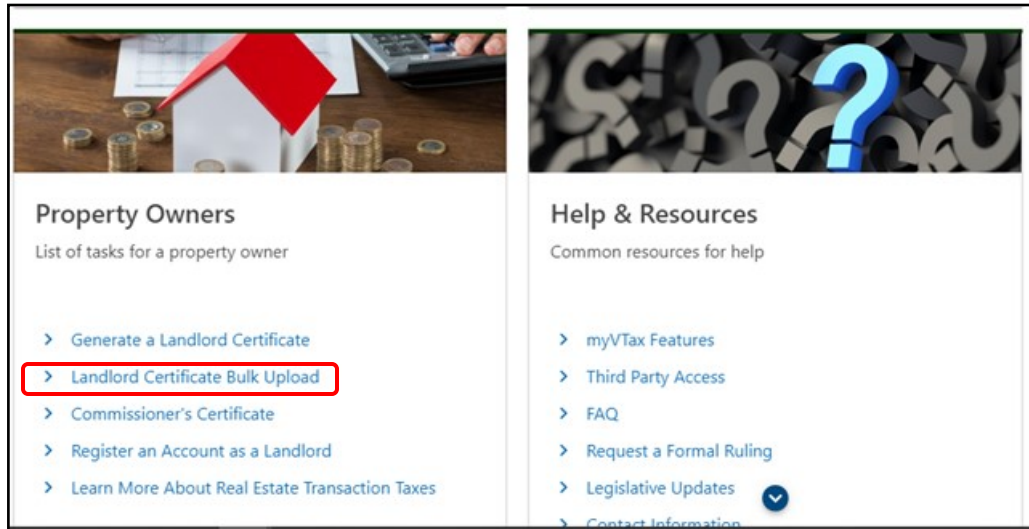


Step 5: Correct any errors

- Once the spreadsheet is uploaded, myVTax brings you to a screen with the **Imported Data** tab selected. This screen will show any record that has an issue or something to correct.
- Once an error is identified, go back to your saved spreadsheet and correct the field in error.
- Upload the corrected file by clicking on the **Import** button, choosing the corrected file and uploading it. This will replace the data you previously had imported.
- Once all errors are corrected, you may select the **Next** button. You are then able to click **Submit**.
- If logged in, the system will ask you for your password. Type in your password and click **OK**.
- You will receive a confirmation number on the next page. Keep this number for your records.
- Select the **Print** button on this page to print out a copies of Form LC-142. This will print out one copy of each submitted certificate.

Non-Login Landlord Certificate Bulk Upload

Go to www.myvtax.vermont.gov and select the **Landlord Certificate Bulk Upload** link on the home page.



From here, follow the same instructions for **Login Bulk Upload** beginning with **Step 2: Download the LC-142 Bulk Upload Spreadsheet** on page 2.